



SPECIAL CITY COUNCIL WORK MEETING MINUTES

Wednesday, April 30, 2014
Approved May 22, 2014

The following are the minutes of the Special City Council Work Meeting of the Herriman City Council. The meeting was held on **Wednesday, April 23, 2014 at 5:00 p.m.** in the Herriman City Community Center Council Chambers, 13011 South Pioneer Street (6000 West), Herriman, Utah. Adequate notice of this meeting, as required by law, was posted in the Community Center, the City's website, and delivered to members of the Council, media, and interested citizens.

Attendance:

Mayor Carmen Freeman

Council Members Present:

Mike Day, Matt Robinson, Craig B. Tischner and Coralee Wessman-Moser

Staff Present:

Brett geo. Wood, City Manager
Gordon M. Haight II, Asst. City Manager
Tami Moody, Executive Administrative Manager, PIO
Jackie Nostrom, City Recorder
Shauna DeKorver, Finance Director
Monte Johnson, Operation Director
Danie Bills, Event Coordinator
Justun Edwards, Water Director
Debbie Radzinski, Court Clerk
Bryn McCarty, Planning Supervisor
Steve Brown, Information Technologies Manager
Ed Blackett, Streets Manager

5:00 PM - WORK MEETING:

1. COUNCIL BUSINESS

Mayor Carmen Freeman called the meeting to order at 5:09 p.m.

A. Discussion of the 2014-2015 Herriman City Budget – Shauna DeKorver, Finance Director

5:09:09 PM Healthy Herriman

Mayor Carmen Freeman introduced Healthy Herriman Chair Kami Jones and turned the time over for her report. Chair Jones gave a brief overview of the committee's vision and implementation of the trail system. Councilmember Mike Day recommended discussing the idea Mr. Mike Jensen would be beneficial. Chair Jones responded that this suggestion was

initially brought to light by Mr. Jensen. She mentioned that the committee has quite a few potential projects; however, didn't know how much budget they would require. City Manager Brett Wood explained that there may be impact fee money available for the trail system implementation. Mayor Freeman requested that Ms. Jones compile the necessary funds and present the proposal to the Council, and extended his appreciation for her willingness to report on the matter.

5:18:51 PM Youth Council

Councilmember Craig Tischner introduced the Youth Council Mayor Riley Elder, and Public Information Officer (PIO) Kennady Bekmezian. He noted they were asked to attend the meeting to brief the City Council on their expectation and budgeting requests. Mayor Elder informed the Council that last year the Youth Council was able to attend the Youth Summit hosted by the Salt Lake County Youth Council, and was recently elected to be the Mayor of the County Youth Council. He indicated that he will have the opportunity to coordinate the event this October. Mayor Elder and PIO Bekmezian offered a list of events that the Youth Council participated in.

Mayor Elder reported their annual budget has been \$1,000 and respectfully requested to maintain the budget. He explored the future possibility that the Youth Council to become self sustaining, and noted that the council currently need funding. Councilmember Day offered a fundraising suggestion with the Yellow Pages to deliver phone books. Mayor Freeman thanked the Mayor and Public Information Officer for attending the meeting.

5:26:30 PM Economic Development Budget

Assistant City Manager Gordon Haight reviewed the proposed budget for Economic Development. He noted that the only employee that is covered under this budget is City Planner Heather Upshaw. He continued that the salary budget line would increase due to the anticipation that Planner Upshaw will receive her American Institute of Certified Planners (AICP) certification. He offered an explanation of the new budget line item "Economic Development Relations" and noted its intended use. Councilmember Coralee Wessman-Moser asked inquired as to how many business tours are anticipated. Assistant City Manager Haight noted that he is expecting to conduct three tours. He conveyed to the Council the promotion of the shop local campaign and the desire to install banners along City street lights. Councilmember Mike Day questioned the location of the banners. Assistant City Manager Haight explained that the banners would be placed across Main Street. Councilmember Day offered the suggestion to have local businesses sponsor each banner. Finance Director Shauna DeKorver reported that Logan City has banners placed throughout the jurisdiction with advertisement banners to incentivize residents to shop local. Councilmember Craig Tischner recommended the Economic Development Committee compile data and to report the success to the Council. Assistant City Manager Haight noted the request. He informed the Council that the committee has been actively engaged in recruiting business, and reported a potential business interested in locating within the City. Mayor Freeman observed the tax benefit the City would receive.

Councilmember Day asked if the United Parcel Service has been actively seeking a delivery location. Assistant City Manager Haight confirmed the search for a temporary sorting facility that could utilized for a short period of time on an annual basis. Planning Supervisor

Bryn McCarty added that they have considered constructing a temporary facility to use from October to February. Assistant City Manager Haight mentioned that staff has met with them regarding their options. Councilmember Day requested updates as they become available.

5:41:42 PM **Facilities Budget**

Operation Director Monte Johnson gave an overview of the facilities budget and noted the salary increase. Mayor Freeman asked about the payroll burden enhancement. Finance Director DeKorver responded that the adjustment was due to an employee acquisition for the department. Director Johnson examined the overtime increase to cover janitorial services as needed, and to accommodate the Blackridge facility. Events Coordinator Danie Bills noted the concessions for the facility will open Memorial Day weekend.

Director Johnson noted the adjustment to the insurance budget line. Councilmember Robinson expressed his concern of the 30% increase. Director Johnson elaborated that the insurance rates increased during the current fiscal year, and that financial burden had been absorbed through different accounts. He noted an internal audit was conducted to make certain City property was covered. Councilmember Robinson asked about the process to reclaim funds after a traffic incident. City Manager Brett Wood observed the policy for reimbursement through small claims court. Mayor Freeman asked if vandalism is covered through the insurance. Director Johnson noted that it is covered; however, staff has been proactive to remove the graffiti to avoid any premium increases. Councilmember Day expressed his appreciation to those individuals who remove the graffiti in a timely manner.

Director Johnson continued the budget discussion with the capital equipment budget increase. He noted this line item is for replacement of carpet among other facility projects. He offered a brief summary of some items that are in need of replacement.

6:04:41 PM **Fleet Budget**

Director Monte Johnson expressed his desire to hire a part time employee to specifically acquire vehicle parts for vehicles citywide. City Manager Wood reported that a previous councilmember suggested hiring an entry level employee to complete simple tasks to alleviate responsibilities from supervisors. Director Johnson added that the fleet department could utilize the additional employee and noted the benefit it would bring to other departments as well.

Director Johnson explained to the Council that the Mechanic has spent a substantial amount of time to diagnose vehicle engine codes, and requested authorization to purchase a computerized diagnostic unit for that reason. Councilmember Robinson asked if the City utilized dealership mechanics. Director Johnson confirmed. He added that the City does use dealership if the problem is something the City mechanic doesn't have the means to repair. He told a short story of a single repair that saved the City a large amount of money. Councilmember Moser asked what the annual maintenance update would cost for the unit. Director Johnson answered that the update would cost approximately \$3,000 annually. He informed the Council of the workload of the City Mechanic. Councilmember Robinson asked about the condition of the fleet vehicles. Director Johnson offered a short presentation to address fleet management.

Mayor Freeman asked about the vehicle replacement of the City fleet. Director Johnson informed the Council that the replacement recommendation is formulated by the age, mileage, and use of each vehicle. Streets Manager Ed Blackett relayed the amount of energy that is put into preserving the equipment. He offered a narrative of the amount of work put into the larger equipment to extend its usage. City Manager Brett Wood expressed his appreciation of the fleet crew for their expertise they bring the City.

6:54:18 PM **Street Lights Budget**

Operations Director Monte Johnson gave a summary of the street light budget. He examined the overtime budget increase is for anticipation of traffic accidents involving street lights at night, and noted that crews would be called to the scene in order to neutralize the situation. He added that staff would return during normal business hours to reduce overtime costs. Councilmember Robinson questioned the salary burden increase. Finance Director Shauna DeKorver responded that a new addition to the department utilizes the health care benefit where the previous employee did not.

Operations Director Johnson continued the discussion with contracted services budget and noted that Salt Lake County applied an increase due to additional traffic signals throughout the City. He conveyed to the Council the reduced fuel burden by altering the procedure to repair damaged street lights. Councilmember Robinson observed the increase due to an employee transfer, and asked if a reduction will show in another budget. Finance Director DeKorver confirmed.

7:01:54 PM **Court Budget**

Court Clerk Debbie Radzinski presented a handout to the Council outlining the costs associated with the cost of providing the Court to the community. She noted the decreases were in-line with the recession. Court Clerk Radzinski observed the major change of electronically filing traffic tickets this fiscal year. She informed the Council that some issues have risen about some tickets not being uploaded to the database. Councilmember Tischner asked if the database error was rectified. Court Clerk Radzinski responded that she occasionally does come across an error, but it has improved dramatically.

City Manager Wood noted that the Police Officer presence has decreased due to the population increase in the City, and added that discussions are being held with the Unified Police Department to address the concern. Mayor Freeman expressed his anxiety of Officers not being held accountable. City Manager Wood informed the Council that the City monitors the activeness of the officers. Unfortunately, with the additional call volume the majority of time has been spent reacting to situations. Councilmember Tischner observed the revenue from the court is solely dependent on ticket issuance, and worried about the public perception that portrayed. City Manager Wood confirmed that the City does not have a quota for the officers. He elaborated on the City's expectations of the officers. Councilmember Day asked if the judge can use discretion to lower state mandated fines. Court Clerk Radzinski responded that the judge has the ability; however, he offers alternatives like community service in lieu of the fines.

7:14:10 PM **Information Technologies Budget**

Information Technology Manager Steve Brown offered a short detail of the department budget. He noted the proposed increase of the overtime to accommodate City events, and the increase for the training to allow Laserfiche training for employees. Manager Brown examined the proposal for a replacement department vehicle, and added that if the vehicle proposal is denied the maintenance budget would increase. Councilmember Robinson questioned the use of the department vehicle. Manager Brown informed the Council that the vehicle is used for Global Positioning System data tracking and surveying.

Manager Brown continued with the purchase of the plotter and the supply cost for the equipment. He informed the Council that the machine has been utilized to print banners for events, which allowed a reduction of services that had been outsourced. Manager Brown noted the increase of the telephone budget and offered an explanation of the discrepancy.

Manager Brown indicated that the software purchase budget would increase in order to upgrade the hosted exchange server. He explained that the City had been operating the 2003 version of the software, and observed the cost to complete the conversion. Councilmember Moser asked about the possibility of using Gmail as a host. Manager Brown responded that both operating systems are priced similarly; however, the current operating system is exchange and suggested to not add additional training expense. Manager Brown expressed the need to upgrade the phone system for the park, and added that the replacement of the system is considerably cheaper than repairing the system where parts are difficult to obtain.

Councilmember Day asked who was responsible for the website content. Manager Brown responded that Public Information Officer Tami Moody, Administrative Services Coordinator Destiny Skinner and Information Technologies Specialist Paul Hemara are the individuals responsible for uploading content to the website. Councilmember Day expressed his appreciation for the improvement of the website. Manager Brown offered details of some additional changes to the website that will be implemented.

Director Brown noted a project that will be implemented in the near future to allow residents to interface with the City database which would allow a resident to take and upload a photo from their phone to open a service request. He added that the program will allow for a texting option for emergency situations.

7:38:46 PM **Streets Budget**

Streets Manager Ed Blackett offered a clarification of the increase to the budget to include new roads, additional fleet vehicles, cost increase of salt, and the cost increase of equipment. He explained the training increase because of the department herbicide certified employee terminated employment with the City and that would require another individual to obtain the proper certifications.

Manager Blackett communicated to the Council of the additional burden of maintaining the roads and sidewalks throughout the community. Director Johnson expressed his concern of the time associated with the removal of tumble weeds. Councilmember Robinson asked if the City is responsible to clear the sidewalk along Mountain View Corridor. Manager Blackett confirmed. Councilmember Moser advised the Council that the budget line for Fall

and Spring Cleanup would need to be increased due to one additional city-sponsored cleanup.

[7:55:48 PM](#) **Storm Drain Budget**

Operations Director Monte Johnson conveyed the budget increase for additional maintenance of the aging sweeper and vactor trucks. He added that has been conducting demonstrations of replacement vehicles. Director Johnson described the proactive approach Parks Manager Wade Sharp has taken by coordinating with Manager Blackett any potential hazards and then requires developers to address the issue rather than wait for the problem to arise. Manager Blackett examined the budget increase for the state mandate of Storm Water Prevention Protection Plan to accommodate the costs associated with landfill fees, trainings, and rules and regulations.

[8:01:13 PM](#) **Street Signs Budget**

Manager Blackett observed the changes of the street sign budget due to a new employee.

[8:04:44 PM](#) **Administration Budget**

Assistant City Manager Gordon Haight notified the Council that the proposed increase is to incorporate the City Recorder's budget with the Administration budget. He noted that overall the increase to the budget is 6% to accommodate the certifications and raises.

[8:13:48 PM](#) **Capital Projects**

Assistant City Manager Haight offered a brief overview of the capital projects. He mentioned the completion of 5600 West, and added that the developer contributed \$2.9 million dollars to the project which, in essence, would mean that the City will receive a \$3.6 million dollar road for \$750,000. He expressed his feeling of the benefit the road will bring to the community after the July 2014 completion.

[8:15:39 PM](#) **Road Maintenance Budget**

Assistant City Manager Haight offered a short presentation of the cost to maintain the roads over the next few years' compared to the cost of replacement. Director Johnson explained to the Council that chip sealing would preserve the road in its current condition for the next ten years. Mayor Freeman asked if the project is essential. Assistant City Manager Haight responded that a plan should be drafted and carried out within the next two to three years. Councilmember Robinson requested a proposed budget amount to facilitate the annual requirement for road maintenance. Assistant City Manager Haight responded that having \$500,000-\$550,000 budgeted would be adequate.

Assistant City Manager Haight observed the commitment to complete 5600 West. City Manager Brett Wood reiterated to the Council that the City would receive a four million dollar road for \$750,000, and added that the completion of the critical road would help preserve 6000 West. Assistant City Manager Haight noted the construction time-frame to alleviate traffic congestion when Silver Creek Elementary School would recommence. Councilmember Moser confirmed the dates. Councilmember Robinson requested a funding recommendation for the project. Assistant City Manager Haight examined the funding mechanism. Mayor Freeman expressed his concern of the negative public perception if the road remained in its current state.

City Manager Brett Wood extended his gratitude to Finance Director Shauna DeKorver for her diligent work to have the budget prepared for adoption. Mayor Freeman thanked Director DeKorver for her efforts.

Manager Wood asked the Council when they would like to have a discussion regarding fleet vehicles and additional employment needs of the City. Councilmember Tischner expressed his feeling that the discussion should be presented prior to the formal adoption of the budget. The Council agreed.

9:09:03 PM Benefits Meeting Discussion

Administrative Services Manager Tami Moody updated the Council about the consultant search to conduct the benefit study. She stated the information received would be distributed to the Council, and added that the out of state companies would not be able to present to the Council unless they were awarded the contract. The Council consensus determined to have presentations from the consulting groups at the next City Council meeting.

ADJOURNMENT

9:19:16 PM Councilmember Craig Tischner moved to adjourn the City Council meeting. Councilmember Mike Day seconded the motion, and all voted aye.

*This document constitutes the official minutes for the
Herriman City Council Meeting held on Thursday, April 30, 2014.*

I, Jackie Nostrom, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Herriman City, of Salt Lake County, State of Utah. I do hereby certify that the foregoing minutes represent a true and accurate, and complete record of this meeting held on Wednesday, April 30, 2014.



Jackie Nostrom, City Recorder